



Regular Board of Directors Meeting

Thursday, September 8, 2022, at 2:00 p.m.
2435 Wallace Avenue, Summerland CA 93067

NOTES

This meeting will be held at the District's office at 2435 Wallace Avenue in Summerland. The public may listen to the meeting telephonically by calling +1 669 900 6833 (San Jose) Meeting Code ID: 983 226 8568 or through the internet at <https://us02web.zoom.us/j/9832268568>. The public may also attend the meeting. Should you wish to participate by offering comments on either non-agenda or agenda-related items, please follow the instructions set forth in Item IV of the agenda.

Materials related to an item on this agenda, which are part of the agenda packet, are available for public inspection on the District's website at www.summerlandsd.org, or during normal business hours (8:00 a.m. - 4:00 p.m. weekdays) on the District's office.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk of the Board at (805) 969-4344. Notification 24 hours prior to the meeting will help the Clerk make reasonable arrangements to ensure accessibility to this meeting.

AGENDA

- I. **CALL TO ORDER/ROLL CALL**
- II. **PLEDGE OF ALLEGIANCE**
- III. **APPROVAL OF THE AGENDA**
The Board President will ask the Board, public, staff, and legal counsel if there are any additions or modifications to the Agenda.
- IV. **PUBLIC COMMENT** [Non-Agenda Items]
Those wishing to offer public comment must submit a speaker slip to the Clerk of the Board. Public comment is limited to three minutes per speaker. If public participates remotely; please email comments to info@summerlandsd.org at least 30 minutes before the meeting begins or give a telephone number to (805) 969-4344 for the Clerk of the Board to call during the meeting and provide an opportunity for comment.
- V. **BOARD WORKSHOP ON RATE STUDY PROCESS** [Non-Action Item]
Ms. Alison Lechowicz, Principal of LT Municipal Consultants, will lead a workshop including of calculating rates and role and scope of board direction and will address questions.
- VI. **APPROVAL OF THE MINUTES FOR THE REGULAR BOARD MEETING OF AUGUST 9, 2022** [Action Item]
- VII. **APPROVAL OF THE MONTHLY EXPENSES FOR AUGUST 2022, INCLUDING PAYROLL AND PETTY CASH** [Action Item]

SUMMERLAND SANITARY DISTRICT
Regular Board of Directors Meeting
AGENDA

VIII. **COMMITTEE REPORTS UPDATES**

- A. Finance Committee Report
- B. Administrative, Operations Personnel Committee Report

IX. **OLD BUSINESS ITEMS**

- A. **Emergency Repair Report for the Replacement of Treatment Plant's Blowers as Authorized by Resolution 2021-08** [Non-Action Item]

Description: The Board will review the submitted staff report.

- B. **Rate Study FY 2022-23** [Non-Action Item]

Description: The Board will discuss requesting proposals for a Sewer Rate Study.

X. **FINANCIAL STATUS REPORT AUGUST 2022** [Action Item]

The Board will receive Financial Status and Cash Balances Reports for Funds 5215, 5216, and 5217 and may request staff for explanations. The Board will be asked to accept the reports as presented.

XI. **OPERATIONS MANAGER REPORT**

The Operations Manager will provide a written report on operations, facility, and collection system maintenance and affairs and will provide explanations as requested.

XII. **ADMINISTRATIVE MANAGER REPORT**

The Administrative Manager will provide a written report on the District's administrative affairs and will provide explanations as requested.

XIII. **BOARD COMMUNICATIONS**

- A. Board Communications
- B. Items for future Board meetings
- C. Next Board meeting date

XIV. **ADJOURNMENT**



909 Marina Village Parkway #135
Alameda, CA 94501
(510) 545-3182
LTmuniconsultants.com

August 30, 2022

Marjon (Mar) Souza, District Administrative Manager
Summerland Sanitary District
P.O. Box 417
Summerland, CA 93067

Dear Ms. Souza,

Lechowicz & Tseng Municipal Consultants (L&T) is pleased to submit a proposal for a Rate Review Board Workshop to the Summerland Sanitary District (District). L&T is a women-owned firm that focuses on financial planning, utility rate and fee studies, and management consulting for California public agencies. Both L&T principals have over 15 years of consulting experience and have completed over 100 studies. Recent projects include sewer rate studies for the Nipomo Community Services District (CSD), Templeton CSD, and the City of San Fernando (Los Angeles County). We are very familiar with different types of sewer rate structures used throughout the state and can advise the District regarding sewer rate design and Proposition 218 requirements during the September 8th Board meeting.

Services

Provided below is L&T's suggested list of tasks for Summerland SD:

1. Review the prior rate study and coordinate with District staff regarding any other pertinent background information.
2. Conduct a survey to determine if other local sewer providers bill multifamily customers discounted rates relative to single family residential rates. If readily available, gather information regarding how comparable agencies set their multifamily rates (EDU, flow-based, etc.).
3. Prepare a Board workshop Powerpoint presentation. The presentation will summarize:
 - a. The District's current rate structure, proposed adjustments, and recent/potential future litigation
 - b. Cost-of-service requirements of Proposition 218 – high level, general review of how costs are attributed to different customer classes and how to incorporate Board and staff input into the rates
 - c. Results of the rate survey
4. Coordinate with District staff to review and finalize the Powerpoint
5. Attend the Board workshop on September 8th in-person. Provide the presentation and facilitate Board discussion.

Staff Assignment

Alison Lechowicz will be the principal-in-charge and project manager on this assignment. She will be assisted by Staff Analyst Sophia Mills. Ms. Mills will provide background research, the bill survey, and administrative assistance, if needed. Ms. Lechowicz will attend and conduct the Board workshop.

Availability and Fees

1. L&T is prepared to begin work upon your authorization to proceed. The engagement will be concluded following attendance at the Board workshop.
2. All work will be performed by Lechowicz & Tseng Municipal Consultants. Alison Lechowicz will be placed in charge of the work and will devote the time and effort to the project as needed.
3. For professional services, the total not-to-exceed fee is \$1,955 including travel expenses. Expenses will be billed at cost without markup.

Staffing	HOURS			Travel Expenses	TOTAL BUDGET
	Lechowicz	Mills	Total		
	Project Mgr	Financial Analyst			
	\$195/hour	\$95/hour			
Hours	7	2	9	\$400	\$1,955
PROJECT BUDGET	\$1,365	\$190	\$1,555	\$400	\$1,955

Lechowicz & Tseng would very much like to work for the District on this assignment and hope that this proposal will constitute a suitable basis for our selection.

Very truly yours,

LECHOWICZ & TSENG MUNICIPAL CONSULTANTS



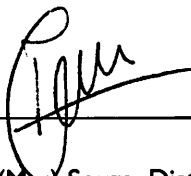
Alison Lechowicz, Principal
909 Marina Village Parkway #135
Alameda, CA 94501
(510) 545-3182
alison@LTmuniconsultants.com

Attachments:
Engagement Letter

Engagement

Lechowicz & Tseng Municipal Consultants is authorized to conduct Rate Review Board Workshop to the Summerland Sanitary District at a rate of \$195 per hour for principals and \$95 per hour for staff analysts. Direct expenses will be billed at cost, absent markup. The total not-to-exceed fee is \$1,955.

By: _____

Date: 9-1-22

Marjon (Mar) Souza, District Administrative Manager
Summerland Sanitary District
P.O. Box 417
Summerland, CA 93067



VI

Minutes of the Regular Board of Directors Meeting

Tuesday, August 9, 2022, at 3:00 p.m.

These are the minutes of the regular meeting of the Governing Board of the Summerland Sanitary District held at the District's Office at 2435 Wallace Avenue, Summerland, California.

The public was able to listen to the meeting telephonically by calling +1 669 900 6833 (San Jose), code 983 226 8568, or through the internet at <https://us02web.zoom.us/j/9832268568>. The public was also allowed to attend the meeting.

The agenda notice for this meeting, including instructions for the public to provide comments and/or participate in the electronic meeting, was posted on the district's website and bulletin board and at the Post Office at least 72 hours in advance of the meeting.

PRESIDENT D. NOVIS CALLED THE REGULAR BOARD MEETING TO ORDER AT 3:00 p.m.

I. CALL TO ORDER/ROLL CALL

DIRECTORS PRESENT

JOLENE COLOMY

JOHN FRANKLIN

DAVID NOVIS

JAMES WITMER (via Zoom)

ABSENT

MARTIN TUCKER

OTHERS PRESENT

NOE AGUILAR VEGA

Operations Manager

MARJON (MAR) SOUZA

Administrative Manager

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF THE AGENDA

IV. President D. Novis asked if there were any modifications and/or changes. Hearing no objections, the agenda was approved as submitted.

V. PUBLIC COMMENT [NON-AGENDA ITEMS]

No public comments were submitted, and one member of the public was present via zoom.

VI. APPROVAL OF THE MINUTES FOR THE REGULAR BOARD MEETING OF JULY 14, 2022 [Action Item]

A motion was made by Director J. Franklin to approve the minutes of the Regular Board Meeting of July 14, 2022. The motion was seconded by Director J. Colomy, and was carried by the following roll call vote:

AYES:	4	J. Colomy, J. Franklin, D. Novis, J. Witmer
NOES:	0	None
ABSENT:	1	M. Tucker
ABSTAIN:	0	None

VII. APPROVAL OF THE MONTHLY EXPENSES FOR JULY 2022, INCLUDING PAYROLL AND PETTY CASH [Action Item]

District Management answered the Board's questions and clarified information about the payout of bills. A motion was made by Director J. Colomy to approve the monthly expenses, including payroll and petty cash totaling \$139,878 for Fund 5215 (this includes an interfund

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Minutes Regular Board Meeting 08/09/2022

transfer of \$214,213 to Capital Fund 5217) and \$2,223 for Fund 5217. The motion was seconded by Director J. Franklin, and was carried by the following roll call vote:

AYES:	4	J. Colomy, J. Franklin, D. Novis, J. Witmer
NOES:	0	None
ABSENT:	1	M. Tucker
ABSTAIN:	0	None

VIII. COMMITTEE REPORTS

A. Finance Committee Report

The Finance Committee did not meet.

B. Administration, Operations & Personnel (AOP) Committee

The AOP- Committee did not meet.

C. Ad Hoc- Rate Study Committee

The Ad Hoc-Rate Study Committee did not meet.

VIII. OLD BUSINESS ITEMS

A. Emergency Repair Report for the Replacement of Treatment Plant's Blowers as Authorized by Resolution 2021-08 [Non-Action Item]

The Board reviewed the submitted staff report. Operations Manager N. Aguilar Vega said he met with Cushman and the blowers have been received, but the installation of the Blowers has been moved to the end of August or the first week of September due to a delay in the receipt of the Variable Frequency Drives. Until the completion of the installation, the emergency condition, as described in Resolution 2021-08, still exists.

At this point Director M. Tucker joined the meeting.

B. Rate Study Fiscal Year 2022-23 [Non-Action Item]

The Board discussed the Request for Proposals Sewer Rate Study.

President D. Novis asked if the Board would consider a 9% to 10% CPI adjustment for the annual sewer rates per July 1, 2023, predicated on the rate study. President D. Novis would like to give Board input to the (to be contracted) rate consultant. Director Colomy said that the Board cannot give direction to the Rate Consultant in this much detail, until they do the study and the results are known. Director J. Franklin agreed with this statement. President D. Novis said that the Board spent \$25,000 on a rate study, which was unrealistic in its implementation, and he expressed that he would like the board to give more input before the Study. Administrative Manager M. Souza suggested to organize a workshop with a rate study consultant to go through the exercise of what is possible through Prop. 218, the different scenarios of calculating sewer rates and what level of input the board can provide. The Board agreed with this idea and directed staff to organize a workshop, preferably an hour before the regular board meeting of September 8th.

C. Board Discussion: District's Future [Non-Action Item]

The Board held a discussion on the district's future predicated on cost/revenues and climate change. President D. Novis requested input from each board member on possibly merging with Carpinteria, or should the Board wait to complete a rate study and hold off for now.

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Director J. Colomy said that she would like to hold off on any decision, until the Board receives a projected financial overview for the upcoming years. Operations Manager N. Aguilar Vega said that a climate change adaptation study will have to be completed by 2027. A cost and benefits analysis needs to be performed of maintaining the plant at present location versus relocation, and, or consolidating. One of the financial factors is the replacement of the outfall pipeline. Since this project can now be planned in the future, staff will contact grant makers in the search for appropriate grants. The first step should be receiving a cost estimate for the replacement of the outfall pipeline. Operations Manager N. Aguilar Vega will contact an engineering firm to receive a proposal for the outfall pipeline replacement cost estimate, and, thereafter, a grant search will start. Director J. Franklin said that this cost aspect and our financial overview will be a major decision maker for the district's future for a possible merger. Director J. Franklin asked if there is a rough cost estimate regarding connecting to Carpinteria Sanitary District (CSD). District Administrative Manager said that there is none and that it is most likely that the Summerland Sanitary District will be operating as a stand-alone facility, with the collection systems maintained by CSD and administration handled by CSD. To connect the main sewer pipelines would require an upgrade of the infrastructure of CSD and this requires planning and time. A feasibility study could be done, which will cost money. The Board is not ready to commit to a feasibility study until the financial picture is completed. The topic "District's Future" will be an ongoing discussion.

IX. NEW BUSINESS ITEMS

A. Conflict of Interest Biennial Review Pursuant to Government Code Section 87306.5. [Action Item]

The Board reviewed the Adopted Conflict of Interest Code, Resolution 2020-10, for completeness and accuracy and will determine if amendment is necessary.

The District Administrative Manager M. Souza reviewed the County Clerk notice and instructions and determined that the District's Adopted Conflict of Interest Code is up to date and no amendment is necessary.

A motion was made by Director J. Colomy that the Adopted Conflict of Interest Code was reviewed for completeness and accuracy, and it was determined that no amendment was necessary at this time. The motion was seconded by Director D. Novis, and was carried by the following roll call vote:

AYES:	4	J. Colomy, J. Franklin, D. Novis, M. Tucker
NOES:	0	None
ABSENT:	1	J. Witmer
ABSTAIN:	0	None

X. FINANCIAL STATUS REPORT – JULY 2022 [Action Item]

The Board received Financial Status and Cash Balances Reports for Funds 5215, 5216, and 5217, and staff provided explanations as requested.

A motion was made by Director J. Franklin to accept the Financial Status Report of July 2022. The motion was seconded by Director M. Tucker, and was carried by the following roll call vote:

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Minutes Regular Board Meeting 08/09/2022

AYES:	4	J. Colomy, J. Franklin, D. Novis, M. Tucker
NOES:	0	None
ABSENT:	1	Witmer (
ABSTAIN:	0	None

IX. OPERATIONS MANAGER REPORT

Operations Manager N. Aguilar Vega provided a written report and answered Board questions.

- Staff and Operations Manager N. Aguilar Vega attended the Tri-County Workshop held at Ojai Sanitary District.
- The annual preventative service maintenance of the district's emergency generators was completed by Quinn Power Systems. All generators meet the standards, additional maintenance was needed for two of the generators. Proposals are being prepared for this.

X. ADMINISTRATIVE MANAGER REPORT

Administrative Manager M. Souza provided a written report and answered Board questions.

XI. BOARD COMMUNICATIONS

- A. Board communications: None
- B. Items for future Board meetings: Board Workshop
- C. The next regular board meeting is Thursday, September 8, 2022

XII. ADJOURNMENT

A motion was made by Director J. Franklin to adjourn the Regular Board Meeting at 3:46 p.m. and was seconded by Director J. Colomy and carried by four ayes and one absent vote.

Respectfully submitted:

Jim Witmer
Board Secretary

Date: September 8, 2022

Minutes prepared by M. Souza

Expenditure Transactions (Real-Time)

For the month of August 2022

From 8/1/2022 to 8/31/2022

Selection Criteria: Fund = 5215, 5216, 5217

Layout Options: Summarized By = Fund; Page Break At = Fund; Columns = Vendor

Fund 5215 -- SummerInd San Dist Running Exp

Document	Post On	Dept	LIAcct	Description	Amount	Vendor	Vendor Name
JE - 0238185	8/2/2022		6475	HRA Administrative Fee - JUL 2022	9.00		
CLM - 0694891	8/4/2022		7110	Comp. Agenda Setting Meeting 08/04/2022	175.00	026964	DAVID NOVIS
CLM - 0694845	8/5/2022		7362	Parts for water leak repair- District grounds	284.88	116421	SITE ONE LANDSCAPE SUPPLY LLC
CLM - 0694859	8/5/2022		7362	Effluent Building Replacement Fascia -Paint	587.51	151096	CARPINTERIA VALLEY LUMBER CO
CLM - 0694864	8/5/2022		7763	Drinking water July 2022 and previous balance	77.17	067307	CULLIGAN OF VENTURA COUNTY
CLM - 0694868	8/5/2022		7324	Accounting Serv. FY22-23 2nd billing	2,730.00	067460	BARTLETT PRINGLE & WOLF
CLM - 0694870	8/5/2022		7516	Dig alert ticket cost July 2022	8.75	828128	UNDERGROUND SERVICE ALERT
CLM - 0694892	8/5/2022		7653	Tri-County Workshop Staff (3)	115.00	790180	Summerland Sanitary District
CLM - 0694892	8/5/2022		7510	Monthly Payroll Program	65.00	790180	Summerland Sanitary District
CLM - 0695069	8/8/2022		7030	Safety Shoes Staff (3 pair)	582.88	790180	Summerland Sanitary District
CLM - 0695069	8/8/2022		7053	Phone case and screen protector	30.98	790180	Summerland Sanitary District
CLM - 0695069	8/8/2022		7450	Household supplies, Office Supplies	754.03	790180	Summerland Sanitary District
CLM - 0695069	8/8/2022		7454	Monthly Subscriptions MS Office and Zoom	23.24	790180	Summerland Sanitary District
CLM - 0695069	8/8/2022		7730	Luncheon Staff and Board 20 yrs Anniversary MS	261.32	790180	Summerland Sanitary District
CLM - 0695072	8/8/2022		6600	Medical Benefits September 2022	6,308.75	002073	SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
CLM - 0695240	8/8/2022		7516	Annual Hazardous Material Permit Invoice	499.00	114120	COUNTY OF SANTA BARBARA EHS CUPA
CLM - 0695300	8/9/2022		7763	Water Usage July 2022	284.52	556712	MONTECITO WATER DISTRICT
CLM - 0695293	8/10/2022		7110	Comp. Regular BM 08/09/2022	175.00	009758	MARTIN TUCKER
CLM - 0695294	8/10/2022		7110	Comp. Regular BM 08/09/2022	175.00	009934	JOLENE M COLOMY
CLM - 0695295	8/10/2022		7110	Comp. Regular BM 08/09/2022	175.00	091927	JAMES WITMER
CLM - 0695296	8/10/2022		7110	Comp. Regular BM 08/09/2022	175.00	765907	John Franklin
CLM - 0695297	8/10/2022		7110	Comp. Regular BM 08/09/2022	175.00	026964	DAVID NOVIS
CLM - 0695298	8/10/2022		7053	Phone Wireless July 2022 + equipm charge	348.31	297454	VERIZON WIRELESS
CLM - 0695299	8/10/2022		7764	Trash Service July 2022	348.09	509950	MARBORG INDUSTRIES
CLM - 0695301	8/10/2022		7121	Safety glasses (2)	13.54	835122	USA BLUEBOOK
DJE - 0156625	8/10/2022		7450	Reimb Purchase Ross Credit Card 7-22-22 M.Souza	-9.87		
CLM - 0695230	8/15/2022		6100	Regular Salaries Aug 1-15, 2022	17,540.58	790178	Summerland Sanitary District
CLM - 0695230	8/15/2022		6270	Standby Aug 1-15, 2022	887.39	790178	Summerland Sanitary District
CLM - 0695230	8/15/2022		6500	Medicare and Fica Aug 1-15, 2022	1,487.14	790178	Summerland Sanitary District

credit card exp.

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Expenditure Transactions (Real-Time)

From 8/1/2022 to 8/31/2022

Selection Criteria: Fund = 5215, 5216, 5217

Layout Options: Summarized By = Fund; Page Break At = Fund; Columns = Vendor

Fund 5215 -- SummerInd San Dist Running Exp

Document	Post On	Dept	LIAcct	Description	Amount	Vendor	Vendor Name
JE - 0238359	8/15/2022		6400	Retirement Contr. Payroll 08-15-2022	7,743.15		
JE - 0238359	8/15/2022		6475	Retirement Healthcare Contr. retirees 08-15-2022	241.67		
CLM - 0697204	8/24/2022		7731	Gasoline August 12, 2022	113.76	522736	McCormix Corporation
CLM - 0697373	8/24/2022		7510	Call Center Service - July 2022	102.95	106048	CENTRAL COMMUNICATIONS
CLM - 0697376	8/24/2022		7053	Phone line liftstations I, II, III 8/13/22-9/12/22	193.50	075391	FRONTIER
CLM - 0697383	8/24/2022		7761	Electric Bill 7/5/22 - 8/2/22	4,654.26	767200	SOUTHERN CALIFORNIA EDISON
CLM - 0697208	8/25/2022		7363	3 skimming nets	200.25	835122	USA BLUEBOOK
CLM - 0697380	8/30/2022		7053	Phone line plant alarm & office 8/13/22 - 9/12/22	280.23	075391	FRONTIER
CLM - 0697215	8/31/2022		7363	Replacement of the treatment plant's main fuses	934.28	798153	Taft Electric Company
CLM - 0697217	8/31/2022		7363	Annual preventative maintenance LS #2 generator	629.86	003863	QUINN POWER SYSTEMS
CLM - 0697220	8/31/2022		7363	Annual preventative maintenance LS #1 generator	629.86	003863	QUINN POWER SYSTEMS
CLM - 0697222	8/31/2022		7363	Annual preventative maintenance plant generator	748.77	003863	QUINN POWER SYSTEMS
CLM - 0697226	8/31/2022		7121	800 Gallons of sodium hypochlorite	2,759.08	214614	UNIVAR SOLUTIONS USA INC
CLM - 0697232	8/31/2022		7121	510 Gallons of Sodium Bisulfite	2,008.26	214614	UNIVAR SOLUTIONS USA INC
CLM - 0697371	8/31/2022		7363	Annual preventative maintenance LS #3 generator	764.40	003863	QUINN POWER SYSTEMS
Total SummerInd San Dist Running Exp					56,291.49		

FYI: Payroll Cost and Retirement Contribution has not been posted by the County of SB in FIN, an updated expenditure transaction report will be given at the RBM of September 8th.



IX A

**Board of Directors Meeting
STAFF REPORT**

TO : Board of Directors
FROM : Operations Manager, Noe Aguilar Vega
DATE : September 8, 2022
RE : **EMERGENCY REPLACEMENT OF THE TREATMENT PLANTS BLOWERS**

INFORMATION: On November 10, 2021, the Board declared an emergency for the replacement of two of the district's faulty blowers, per my request.

On January 14, 2022, the Board was informed that Cushman Contracting was unable to provide the district with the same discount that was applied for two blower replacements for the third blower replacement. Cushman Contracting was authorized to replace only two blowers.

The order for the two new blowers has been placed. Originally Cushman Contracting was expecting to receive the blowers in April of 2022. Due to a delay in parts production, Cushman Contracting is now expecting to receive the blowers by July 2022.

Cushman Contracting has received the blower units. Cushman is now waiting to receive the variable frequency drives (VFD) that are necessary for the operation of the blower units. The VFD's control the frequency of the blowers. Cushman is expecting to replace the blowers by the end of August or the beginning of September.

Cushman Contracting has received the VFDs and has proposed to begin the blower replacement on the week of Monday, September 19, 2022. The project is expected to be complete by the end of that week.

RECOMMENDATION: Keep emergency as described in Resolution 2021-08.

Financial Status (Real-Time)

As of August 31, 2022

As of: 8/31/2022 (17% Elapsed)
Accounting Period: OPEN

Selection Criteria: Fund = 5215,5216, 5217

Layout Options: Summarized By = Fund, LineItemAccount; Page Break At = Fund

Fund 5215 -- SummerInd San Dist Running Exp

Line Item Account	6/30/2023 Fiscal Year Adjusted Budget	8/31/2022 Year-To-Date Actual	6/30/2023 Fiscal Year Variance	6/30/2023 Fiscal Year Pct of Budget
Revenues				
Taxes				
3010 -- Property Tax-Current Secured	260,000.00	-720.10	-260,720.10	-0.28 %
3011 -- Property Tax-Unitary	0.00	-0.01	-0.01	--
3015 -- PT PY Corr/Escapes Secured	0.00	388.64	388.64	--
3020 -- Property Tax-Current Unsecd	10,000.00	-101.10	-10,101.10	-1.01 %
3023 -- PT PY Corr/Escapes Unsecured	0.00	11.13	11.13	--
3040 -- Property Tax-Prior Secured	0.00	-7.67	-7.67	--
3050 -- Property Tax-Prior Unsecured	0.00	40.08	40.08	--
3054 -- Supplemental Pty Tax-Current	3,500.00	1,383.18	-2,116.82	39.52 %
3056 -- Supplemental Pty Tax-Prior	0.00	56.86	56.86	--
Taxes	273,500.00	1,051.01	-272,448.99	0.38 %
Fines, Forfeitures, and Penalties				
3057 -- PT-506 Int, 480 CIOS/CIC Pen	0.00	1.82	1.82	--
Fines, Forfeitures, and Penalties	0.00	1.82	1.82	--
Use of Money and Property				
3380 -- Interest Income	2,000.00	0.00	-2,000.00	0.00 %
Use of Money and Property	2,000.00	0.00	-2,000.00	0.00 %
Intergovernmental Revenue-State				
4220 -- Homeowners Property Tax Relief	1,000.00	0.00	-1,000.00	0.00 %
Intergovernmental Revenue-State	1,000.00	0.00	-1,000.00	0.00 %
Charges for Services				
5091 -- Planning & Engrng-Plan Ck Fes	1,960.00	314.00	-1,646.00	16.02 %
5430 -- Sanitation Services	1,065,078.00	-1,190.00	-1,066,268.00	-0.11 %
5433 -- Inspection Fees	3,360.00	534.00	-2,826.00	15.89 %
5746 -- Administrative Revenue	2,940.00	464.00	-2,476.00	15.78 %

Handwritten mark

Financial Status (Real-Time)

As of: 8/31/2022 (17% Elapsed)
Accounting Period: OPEN

Selection Criteria: Fund = 5215,5216, 5217

Layout Options: Summarized By = Fund, LineItemAccount; Page Break At = Fund

Fund 5215 -- SummerInd San Dist Running Exp

Line Item Account	6/30/2023 Fiscal Year Adjusted Budget	8/31/2022 Year-To-Date Actual	6/30/2023 Fiscal Year Variance	6/30/2023 Fiscal Year Pct of Budget
Charges for Services	1,073,338.00	122.00	-1,073,216.00	0.01 %
Revenues	1,349,838.00	1,174.83	-1,348,663.17	0.09 %
Expenditures				
Salaries and Employee Benefits				
6100 -- Regular Salaries	441,950.00	51,847.90	390,102.10	11.73 %
6270 -- Stand-by Pay	19,000.00	2,481.63	16,518.37	13.06 %
6300 -- Overtime	4,500.00	288.88	4,211.12	6.42 %
6400 -- Retirement Contribution	160,358.00	22,884.28	137,473.72	14.27 %
6475 -- Retiree Medical OPEB	6,000.00	743.01	5,256.99	12.38 %
6500 -- FICA Contribution	35,263.00	4,406.67	30,856.33	12.50 %
6600 -- Health Insurance Contrib	82,563.00	19,754.05	62,808.95	23.93 %
6900 -- Workers Compensation	16,264.00	14,600.29	1,663.71	89.77 %
Salaries and Employee Benefits	765,898.00	117,006.71	648,891.29	15.28 %
Services and Supplies				
7030 -- Clothing and Personal	2,550.00	582.88	1,967.12	22.86 %
7053 -- Telephone Service Local	8,420.00	1,476.66	6,943.34	17.54 %
7090 -- Insurance	54,000.00	53,168.41	831.59	98.46 %
7110 -- Directors Fees	15,000.00	2,100.00	12,900.00	14.00 %
7121 -- Operating Supplies	35,400.00	5,643.34	29,756.66	15.94 %
7324 -- Audit and Accounting Fees	25,200.00	4,105.00	21,095.00	16.29 %
7362 -- Building Maintenance	8,000.00	1,292.39	6,707.61	16.15 %
7363 -- Equipment Maintenance	15,500.00	4,504.16	10,995.84	29.06 %
7404 -- Public Health Lab Serv	24,370.00	1,133.00	23,237.00	4.65 %
7430 -- Memberships	8,675.00	0.00	8,675.00	0.00 %
7450 -- Office Expense	3,800.00	1,087.89	2,712.11	28.63 %
7454 -- Books & Subscriptions	530.00	23.24	506.76	4.38 %
7459 -- IT Professional Services	4,000.00	0.00	4,000.00	0.00 %

Financial Status (Real-Time)

As of: 8/31/2022 (17% Elapsed)
Accounting Period: OPEN

Selection Criteria: Fund = 5215,5216, 5217

Layout Options: Summarized By = Fund, LineItemAccount; Page Break At = Fund

Fund 5215 -- SummerInd San Dist Running Exp

Line Item Account	6/30/2023 Fiscal Year Adjusted Budget	8/31/2022 Year-To-Date Actual	6/30/2023 Fiscal Year Variance	6/30/2023 Fiscal Year Pct of Budget
7460 -- Professional & Special Service	44,005.00	0.00	44,005.00	0.00 %
7508 -- Legal Fees	35,000.00	0.00	35,000.00	0.00 %
7510 -- Contractual Services	9,475.00	209.95	9,265.05	2.22 %
7516 -- Permitting Services	9,740.00	507.75	9,232.25	5.21 %
7530 -- Publications & Legal Notices	600.00	250.00	350.00	41.67 %
7546 -- Administrative Expense	3,600.00	0.00	3,600.00	0.00 %
7630 -- Small Tools & Instruments	500.00	0.00	500.00	0.00 %
7653 -- Training Fees & Supplies	7,700.00	115.00	7,585.00	1.49 %
7671 -- Special Projects	400.00	0.00	400.00	0.00 %
7730 -- Transportation and Travel	1,000.00	261.32	738.68	26.13 %
7731 -- Gasoline-Oil-Fuel	3,500.00	313.79	3,186.21	8.97 %
7761 -- Electricity	43,000.00	9,510.13	33,489.87	22.12 %
7763 -- Water	2,620.00	551.31	2,068.69	21.04 %
7764 -- Refuse	4,250.00	690.37	3,559.63	16.24 %
Services and Supplies	370,835.00	87,526.59	283,308.41	23.60 %
Expenditures	1,136,733.00	204,533.30	932,199.70	17.99 %
SummerInd San Dist Running Exp	213,105.00	-203,358.47	-416,463.47	-95.43 %

Financial Status (Real-Time)

As of: 8/31/2022 (17% Elapsed)
Accounting Period: OPEN

Selection Criteria: Fund = 5215,5216, 5217

Layout Options: Summarized By = Fund, LineItemAccount; Page Break At = Fund

Fund 5216 -- Summerland San Cap Facilities

Line Item Account	6/30/2023 Fiscal Year Adjusted Budget	8/31/2022 Year-To-Date Actual	6/30/2023 Fiscal Year Variance	6/30/2023 Fiscal Year Pct of Budget
Revenues				
Use of Money and Property				
3380 -- Interest Income	1,500.00	0.00	-1,500.00	0.00 %
Use of Money and Property	1,500.00	0.00	-1,500.00	0.00 %
Charges for Services				
5432 -- Connection Fees	12,385.00	4,690.00	-7,695.00	37.87 %
Charges for Services	12,385.00	4,690.00	-7,695.00	37.87 %
Revenues	13,885.00	4,690.00	-9,195.00	33.78 %
Expenditures				
Capital Assets				
8300 -- Equipment	25,000.00	2,223.41	22,776.59	8.89 %
Capital Assets	25,000.00	2,223.41	22,776.59	8.89 %
Expenditures	25,000.00	2,223.41	22,776.59	8.89 %
Summerland San Cap Facilities	-11,115.00	2,466.59	13,581.59	-22.19 %

Financial Status (Real-Time)

As of: 8/31/2022 (17% Elapsed)
Accounting Period: OPEN

Selection Criteria: Fund = 5215,5216, 5217

Layout Options: Summarized By = Fund, LineItemAccount; Page Break At = Fund

Fund 5217 -- SummerInd San Dist-Capital Rep

Line Item Account	6/30/2023 Fiscal Year Adjusted Budget	8/31/2022 Year-To-Date Actual	6/30/2023 Fiscal Year Variance	6/30/2023 Fiscal Year Pct of Budget
Revenues				
Use of Money and Property				
3380 -- Interest Income	3,000.00	0.00	-3,000.00	0.00 %
Use of Money and Property	3,000.00	0.00	-3,000.00	0.00 %
Revenues	3,000.00	0.00	-3,000.00	0.00 %
Expenditures				
Capital Assets				
8300 -- Equipment	128,300.00	69,978.00	58,322.00	54.54 %
8400 -- Infrastructure	800,000.00	343,540.65	456,459.35	42.94 %
Capital Assets	928,300.00	413,518.65	514,781.35	44.55 %
Expenditures	928,300.00	413,518.65	514,781.35	44.55 %
Other Financing Sources & Uses				
Other Financing Sources				
5920 -- Gain/Loss Sale Capital Assets	0.00	20,000.00	20,000.00	--
Other Financing Sources	0.00	20,000.00	20,000.00	--
Other Financing Sources & Uses	0.00	20,000.00	20,000.00	--
SummerInd San Dist-Capital Rep	-925,300.00	-393,518.65	531,781.35	42.53 %
Net Financial Impact	-723,310.00	-594,410.53	128,899.47	82.18 %

Cash Balances

As of August 31, 2022

As of: 8/31/2022
Accounting Period: OPEN

Selection Criteria: Fund = 5215,5216, 5217

Layout Options: Summarized By = Fund; Page Break At = Fund

Fund	8/1/2022 Beginning Balance	Month-To-Date Cash Receipts (+)	Month-To-Date Treasury Credits (+)	Month-To-Date Warrants and Wire Transfers (-)	Month-To-Date Treasury Debits (-)	8/31/2022 Ending Balance
5215 -- SummerInd San Dist Running Exp	637,878.54	9.87	26,271.14	0.00	121,616.69	542,542.86
5216 -- Summerland San Cap Facilities	229,911.60	0.00	0.00	0.00	0.00	229,911.60
5217 -- SummerInd San Dist-Capital Rep	1,578,341.91	0.00	0.00	0.00	343,540.65	1,234,801.26
Total Report	2,446,132.05	9.87	26,271.14	0.00	465,157.34	2,007,255.72

SUMMERLAND SANITARY DISTRICT

Regular Board of Directors Meeting September 8, 2022

Operations Manager Report**OPERATIONS AND FACILITY MAINTENANCE:**

- Daily water meter readings being performed by staff.
- On August 18, 2022, the monthly waste discharge and no-spill reports for July 2022 were submitted in CIWQS, an automated online program on a timely basis with no violations.
- Attended Regional Water Quality Control board meeting with board member John Franklin. The meeting was held to approve the district's proposed draft NPDES permit. After answering board questions regarding the facility, the draft permit was approved as presented.
- Quinn Power Systems replaced the treatment plant's emergency generator thermostat and worn gaskets on the coolant chamber. The non-operational block heater for the lift station #1 emergency generator was also replaced. Both replacements were recommended during the annual preventative maintenance that was performed on August 1, 2022, on all the district's emergency generators.
- Two truckloads of biosolids were picked up from the treatment plant sludge holding bed and were hauled to Liberty Compost's biosolids drying facility for further processing.
- Salty Dog Diving Services collected 10 gallons of receiving water from around the discharge of the outfall pipe for annual toxicity testing that is performed by Aquatic Bioassay & Consulting Laboratories in Ventura.
- Effluent samples were collected by staff for annual testing to be performed by Fruit Growers Laboratory.
- Staff emptied digester #2 and pressure jetted the airline that is inside the digester. The airline is jetted to clean out the sludge that settles and solidifies in the pipeline whenever the digester is turned off.
- Staff discovered the primary clarifier flights to be misaligned, therefore, the primary clarifier was pumped down for inspection. During the visual inspection it was discovered that four of the teeth's where the flight chain rides on were missing causing the misalignment. Replacement parts have been ordered. Once the parts have been received by the district, staff will begin the replacement.
- Staff replaced the impeller of digester #1 and 2 sludge recirculation pumps.
- Staff dropped off two gear drive chain guards at Permacolor in Carpinteria for powder coating.
- Staff operated the belt press for 8 hours.
- Staff completed weekly grounds maintenance and landscape work which consists of mowing, weed whacking, blowing, edging, and raking. Grounds are watered weekly during dry months with reclaimed water.

COLLECTION SYSTEM / LIFT STATIONS:

- Staff cleaned 3,524 feet of sewer mainline.
- Staff continued monthly FOG (Fats, Oils, and Grease) inspections at restaurants in town. All restaurants were in compliance.
- Staff made periodic rounds of the collection system to check for any problems, primarily checking the hot spot manholes to ensure proper flow activity.
- Staff conducted daily rounds at all lift stations to check for proper operation including checking each lift station's emergency generator, filling generators with fuel if necessary, and performing maintenance.

SUMMERLAND SANITARY DISTRICT

Regular Board of Directors Meeting September 8, 2022
District Administrative Manager Report

Administration (Tasks Completed Out of the Ordinary)

- Annual Payroll Reconciliation for Worker's Compensation (Final Calculation) completed.
- Set up new desktop computer in the Operations Lab together with Operations Manager.
- Completed Annual Audit Information for Santa Barbara County Employee Retirement System (SBCERS).
- Set up the District's Financial Audit FY2021-22 (field work) for the week of September 12, 2022.
- Reached out to Rate Study Consultants to organize Board Workshop and provided requested information.
- Enjoyed a great vacation with friends and family 😊, kept abreast and responded to emails and logged into my work computer remotely to process invoices.

Scheduled days off:

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